

## **CRESTLINE EXEMPTED VILLAGE SCHOOL DISTRICT**

### **LEGAL NOTICE TO BIDDERS**

Sealed proposals will be received by the Crestline Exempted Village Board of Education, Crestline, Ohio, at the office of the Treasurer of the Board of Education until 2:30 p.m., March 28th, 2023, for the Landscaping, mowing, and field maintenance services. The scope of work description is attached to this request for sealed bids and is on file at the Administrative Office of the Board of Education located at 401 Heiser Court, Crestline, Ohio 44827. Copies of the scope of work may be obtained in person from this office or by contacting Mr. Scott Russell, Director of Building, Grounds & Transportation at: russell.scott@crestlinebulldogs.org or 419-683-5350 X 4050.

The proposals shall be enclosed in a sealed envelope marked "Mowing, Landscaping, and Field Maintenance Bid" addressed to the Board of Education, Crestline School District, 401 Heiser Court, Crestline, Ohio 44827. Said proposals shall be publicly opened at 2:30 p.m. on March 28th, 2023, in the Board of Education Administration Office for tabulation and to be presented to the Board of Education. Each bid shall provide detailed descriptions of costs, equipment, and personnel and shall comply with all scope of work requirements of the Board of Education.

The Board of Education reserves the right to reject any and all bids or parts of any or all bids and to waive informalities in the bids received. The Board reserves the right to choose among alternative bids for different materials, methods, and systems if within local, state, and federal requirements. The Board also reserves the right to seek clarification of bids after opening. None but the lowest responsible bid shall be accepted. No bids may be withdrawn for at least ninety (90) days after the scheduled closing time for receipt of bids.

By order of the Board of Education of Crestline School District.

March 13th, 2023

Jeff Wilhite, President

Alina Nemeč, Treasurer

## **General Scope Of Work, Landscaping & Grounds Maintenance**

All work to be performed for the Crestline Exempted Village School Facilities

1. Vendor shall furnish all labor, tools, materials, supplies, specialized equipment, supervision, and transportation to perform landscape maintenance services as specifically outlined in this section.
2. We anticipate that mowings, trimmings and other necessary lawn maintenance to take place once a week or as needed, starting Apr 1, 2023 and the final cut being on or before Nov 15, 2023 .
3. The lawn care contractor is required to produce in writing, the dates of service, and a brief description of work performed at any of the three facilities on the invoice at the time of billing to the Accounts Payable Dept.
4. It is the responsibility of the lawn care contractor to remove all litter and debris BEFORE and AFTER each mowing. Bagging is not required however care should be used to avoid blowing clippings into any walkways, sidewalks, driveways, parking lots, flower beds, against any buildings or fencing causing it to pile up. All clippings shall be removed from the following if necessary, play area equipment, beds, walkways, sidewalks, driveways, or parking lots.
5. Parking lot islands are to be push-mowed and bagged if necessary. Grass clippings are NOT to be blown on vehicles.
6. All areas around trees, shrubs, buildings, posts, fences, beds, sidewalks, and curbs will be edged with lawn trimmers after each mow.
7. Contractor will be responsible for the replacement of trees, shrubs, bushes, or plants in beds that are damaged by inappropriate mowing or edging.
8. Contractor will promptly repair, at their cost, any damages to turf or vegetation.
9. Proposal to include the cost for a Spring & Fall cleanup of all facilities.

Spring cleanup to include:

- Must be completed by Apr 14, 2023
- Removal of any leaves left over from fall
- Cut back any winter growth on plants, shrubs, and bushes
- Rake and loosen compacted soil and mulch to allow new shoots and bulbs to push thru
- Supply and spread 3" (minimum) of fresh dark mulch
- Clean up beds, walkways, sidewalks, and foundations along buildings of weeds, overgrown vegetation, leaves, branches, and clutter.
- Reseed damaged areas of the yard
- Re-edging of areas
- Apply dandelion, crabgrass, and other major weed inhibitors throughout the lawn.

Fall cleanup to include:

- Clear out fallen leaves, litter & debris from lawns, beds, curbs & sidewalks, and lawn.
- Trim shrubs and bushes
- Trim dead branches off trees that are within reach with no special equipment needed or required.
- Cut back Perennials
- Add fall lawn fertilizer with high phosphorus content to encourage root growth.

13. Vendor shall supply all herbicides, fertilizers, chemicals, and the like for servicing the facilities that meet school regulations and approval.

14. Vendor shall supply all necessary data sheets and meet requirements to comply with the State OSHA Regulations.

15. Contractor shall not dump any debris into facility containers.
16. The entrance drive, parking areas, sidewalks, curbs, and other hard surfaces shall be kept free of leaves, litter, and debris. The use of power blowers is acceptable however, accumulations of debris must be removed from the site and not blown onto adjacent properties, streets, sewer drains, fence lines, or planting areas.
17. Undesired vegetation in sidewalks, curbs, cracks, and other hard surfaces needs to be maintained so there are no weeds growing in them. The contractor can use Roundup or other weed killers or cut them with a weed whip.
18. All grass in all common areas maintained at 2-1/2" to 3" in height
19. Trimmers to be used in areas where mowers can't reach
20. Ruts, holes, and other disfigurements of mowed areas caused by mowing equipment shall be the responsibility of the contractor to repair to original condition.
21. Landscape maintenance shall NOT start before 7 am. Unless approved by the Director of Facilities.
22. Contractor shall be responsible for the maintenance and preparation/dragging of ball fields. This will include lining, painting, striping, and spray painting of fields. Paint will be supplied along with the equipment necessary to perform the task of field preparation.
23. Trees to be trimmed to maintain the safe travel of equipment under them while performing necessary tasks.

#### General Requirements

1. Contractor shall maintain a MINIMUM of \$1,000,000.00 liability insurance coverage and have a current Workers Compensation Certificate.
2. Company must be able to verify that they have enough manpower and equipment to perform the required services.
3. Contractor shall provide 3 references available for contact via cell phone
4. Contractor and ALL crew must work and act professionally at all times.
5. Proper Company attire must be worn at all times so you are identifiable when being approached.

Thank you for your interest in bidding on Crestline Exempted Village Schools. This contract will be from March 29, 2023, until Nov 30, 2023. This will be a yearly bid contract. Crestline Schools reserves the right to accept or reject any contracts for any reason. Any and all questions should be directed to the Director of Facilities. It is in the best interest of contractors to schedule an appointment with the Director of Facilities to go over the scope of work. If you are the winning bidder it is your responsibility to educate your crew about the scope of work.

Director of Facilities:

Scott Russell

419-689-2018

**Crestline Exempted Village Schools Bid Submission Form for Mowing Services of School-Owned Property**

Name and/or Company Name: \_\_\_\_\_

Please list itemized cost for each location:

<b>Location</b>	<b>Bid Cost Proposal - Hourly</b>	<b>Bid Cost Proposal - Monthly</b>
Crestline PK-12 Building 435 Oldfield Rd. Crestline, OH		
Crestline Board Offices 401 Heiser Ct. Crestline, OH		
Crestline Bus Garage 511 S. Thoman St. Crestline, OH		